

# Evaluation Check List for the Training Acceleration Grants

Please utilize this checklist as a guide for submission of your complete TAG Grant Application.

Applicant Name: \_\_\_\_\_ Review Date: \_\_\_\_\_

## Threshold: Applications must meet all of the following requirements:

- |                         |  |
|-------------------------|--|
| _____ Required match    | _____ Quote from training provider(s)                |
| _____ Eligible expenses | _____ Project meets a TAG core objective             |
| _____ Eligible training | _____ WorkKeys participant (Skill gap training only) |

### 1. Return on Investment (ROI)

- \_\_\_\_\_ Applicant clearly defined a measure for ROI and how it would be tracked
- \_\_\_\_\_ Training will lead to wage increase or promotion

### 2. Project Need

- \_\_\_\_\_ Goals of training is clearly stated and quantified
- \_\_\_\_\_ Demonstrates a benefit to the employees
- \_\_\_\_\_ Training addresses a critical labor shortage

### 3. Project Budget

- \_\_\_\_\_ Eligible expenditures and within reason
- \_\_\_\_\_ Applicant demonstrates a basis for numbers used in the budget
- \_\_\_\_\_ Cost per student is competitive and does not exceed \$3,500 per year

### 4. Project Training Detail

- \_\_\_\_\_ Provide syllabus and course detail
- \_\_\_\_\_ Provide information on the training provider and the provider's qualifications
- \_\_\_\_\_ Training plan realistic within the time constraints of the grant
- \_\_\_\_\_ Training provided by Ivy Tech State College

### 5. Project Outcomes

- \_\_\_\_\_ Credential is portable and industry recognized
- \_\_\_\_\_ Training establishes a clear career ladder for the employee

### 6. History with DWD

- \_\_\_\_\_ Past experience with DWD training grants, if applicable
- \_\_\_\_\_ Utilizes DWD Services  
(Occupation Employment Statistics Survey, Work Keys, Employer Seminars and Job Orders)

### 7. Miscellaneous

- \_\_\_\_\_ Non-seasonal layoffs in the last 12 months  
(Severity of the dislocation to the local economy will be analyzed)
- \_\_\_\_\_ Employer(s) pays into the UI Fund
- \_\_\_\_\_ Overall quality of the application

### 8. Bonus

- \_\_\_\_\_ Amount of match
- \_\_\_\_\_ Small business with 100 or less employees
- \_\_\_\_\_ Indiana training provider
- \_\_\_\_\_ Training is for high-wage high-demand field

Strengths:

Concerns:

Weaknesses: